Process	***Maintain Project Billing Status***
Process Number	***PC - 007***

Description of Process

The eligibility of a Department of Transportation expenditure to be included on the Federal Bill is determined by (among other things) the Project and the Federal Appropriation Code with which the cost is associated. Each combination of Project and Federal Appropriation Code in the Project Costing transaction table will have an associated Billing Status. The possible values for this status are:

1 – OK to Bill
2 – Do Not Bill
3 – Final Bill
4 – Closed
5 – Bill Agreement amount + 15%.

As the Federal Bill process is run, the process checks to determine whether or not all combinations of Project ID and Federal Appropriation Code in the Project Costing transaction table have been established on the Billing Status table. If the combination of Project and Federal Appropriation Code does not yet exist, it will be created on the Billing Status table with a value of "1 – OK to Bill". If the combination already exists, it will not be altered.

When it is necessary to modify the Billing Status of a Project/Appropriation Code combination manually, the Project Billing Status panel will be used. The Billing Status of a Project/Appropriation Code combination is effective dated. In other words, each time you change the Billing Status of a combination, a new row will be added to the Billing Status table with the new Billing Status and date that the new status should take effect. The Federal Bill process will use check this date to determine which status to use for the Project/Appropriation Code combination.

Input to Process

All Project/Appropriation Code combinations in the Project Costing transaction table will be automatically established in the Billing Status table with a status of "1 – OK to Bill". As the DOT analyzes the preliminary Federal Bill, some of the Billing Status combinations may be altered to adjust the Federal Bill amounts accordingly. These alterations are made at the discretion of the DOT Federal Billing personnel.

Output of Process

Project/Appropriation Code Billing Status combinations will exist as appropriate for the DOT Federal Bill.

Service Level Agreement Required? (if yes, provide a brief description)

N/A

PeopleSoft Panel Groups being Used

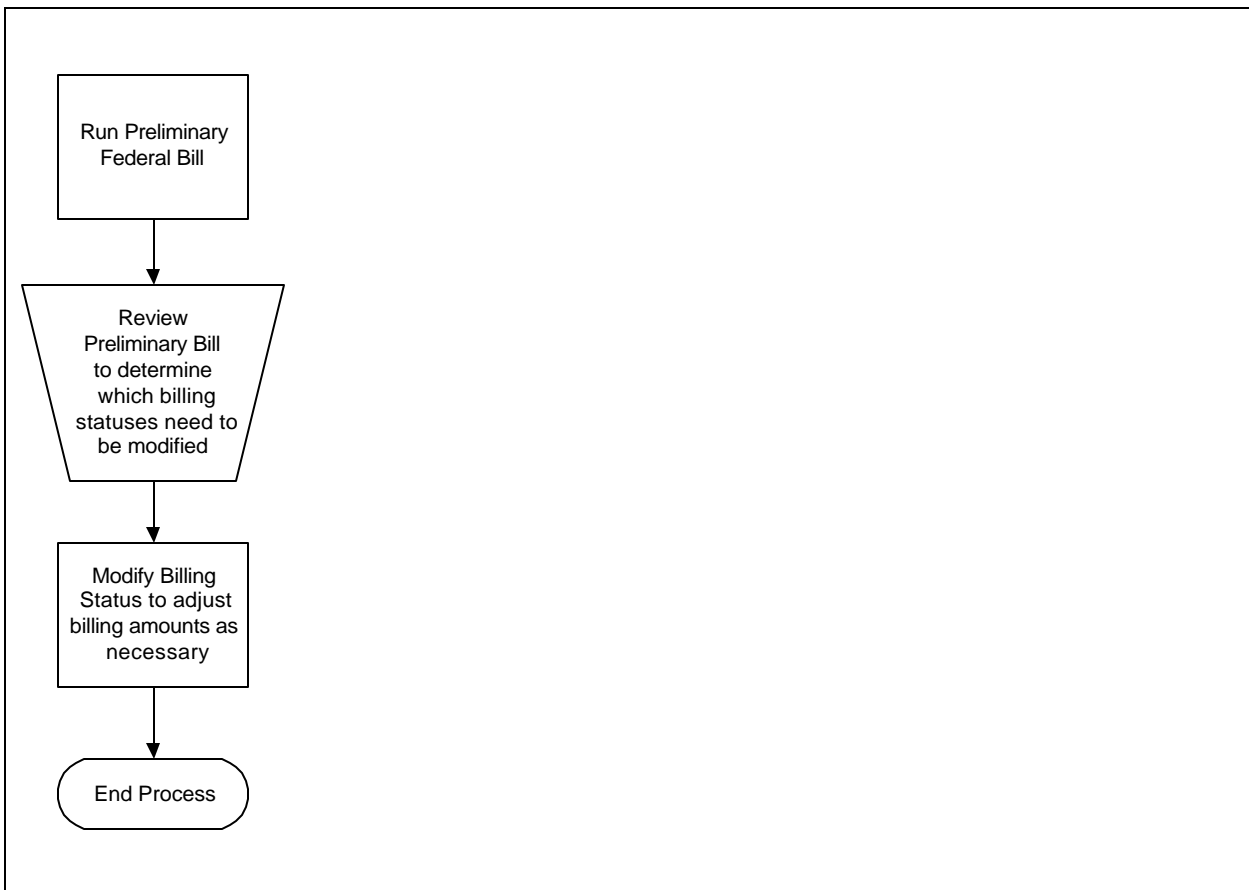| Function	Panel Group
Go	**Go – Manage Projects – Custom Interfaces/Reports. This navigates to the menu group used to maintain project billing status.**
Use	**Use – DOT Project Status – Update/Display (or Add). This is the panel for updating the project billing status.**

Business Process Description

Process Description	Responsibility (Agency/Centralized)
Step 1: Run and Review Preliminary Bill **Run the preliminary bill (this will insert any new Project/Appropriation code combinations into the table with a status of "1 – OK to Bill"). Review the bill and/or the bill inquiry panel. Determine which Project/Appropriation code combinations need to have their billing status modified.**	**Agency**
Step 2: Modify Billing Status **Select the Project and Appropriation Code status to modify. Place the cursor in the Bill Status field and select <F7> to add a new effective dated row. Enter the Project/Appropriation Code billing status to adjust the bill amounts as desired. Save the changes.**	**Agency**

Forms Used with Process

N/A

Process Flow Diagram (if appropriate):

```
┌─────────────────┐
│  Run Preliminary│
│   Federal Bill  │
└─────────────────┘
         │
         ▼
   ╱─────────────╲
  │    Review     │
  │ Preliminary Bill│
  │ to determine   │
  │ which billing  │
  │ statuses need to│
  │  be modified   │
   ╲─────────────╱
         │
         ▼
┌─────────────────┐
│  Modify Billing │
│ Status to adjust│
│ billing amounts as│
│    necessary    │
└─────────────────┘
         │
         ▼
   ╭─────────────╮
  │  End Process  │
   ╰─────────────╯
```

APPROVAL FORM

SIGNER	ROLE	APV	NOT APV	DATE
Jamie Simpson	DOAS Project Lead			
Dan Youngblood	THG Project Lead			